

UNITED STATES DISTRICT COURT

Southern District Of California

San Diego, California

Phone: (619) 557-7616 or 557-6152

www.casd.uscourts.gov

Court Recorder/Reporter Coordinator

Vacancy Announcement #06-24

CLOSING DATE:

October 6, 2006 or until filled

SALARY RANGE:

CL-27 \$44,040 - \$55,053

LOCATION:

San Diego, California

INTRODUCTION: The U. S. District Court for the Southern District of California is accepting resumes for the position of Court Recorder/Reporter Coordinator. This position is part of the Operations section and reports to the Chief Deputy of Operations. The Court Recorder/Reporter Coordinator is responsible for the coordination of court reporting and recording services and for the timely and accurate production of transcripts. The incumbent also performs the duties of an Electronic Court Recorder when necessary.

REPRESENTATIVE DUTIES: The Court Recorder/Reporter Coordinator assigns staff and contract recorders/reporters for optimal court coverage; prepares evaluations; monitors transcript/tape orders; reviews transcripts, billings and filings to assure correctness and compliance with rules and requirements; and supervises the relationship between parties and recorders/reporters. The incumbent serves as a liaison to the Ninth Circuit Court of Appeals on matters pertaining to court recorder/reporters and transcript production. When performing the duties of an Electronic Court Recorder, the incumbent is responsible for making a verbatim record of court proceedings; maintaining a handwritten log of events and speakers; receiving and processing tape duplication and transcript orders; cataloguing tapes and maintaining equipment; and may assist with courtroom duties. Other duties as assigned.

QUALIFICATIONS: A minimum of three years of specialized experience, including at least one year equivalent to work at the CL-26 level, is required. Specialized experience would include knowledge of court operations, progressively responsible administrative, technical, or supervisory experience. Specialized experience should also include progressively responsible clerical experience involving the use of specialized terminology, and the demonstrate ability to apply a body of rules, regulation, directives, or laws. Prior experience in a legal environment and a four-year degree are preferred.

SKILLS: The Court Recorder/Reporter Coordinator must have strong verbal and written communication skills; the ability to prepare staff schedules under strict time demands and changing schedules; and the ability to maintain a high degree of concentration over long periods of time. The incumbent must be computer literate. Skill in operating sound recording equipment preferred.

REQUIRED CLEARANCES: Successful applicants will be required to submit to a background clearance which includes fingerprinting.

APPLICATION PROCESS: Qualified candidates must submit a cover letter with resume that includes their name, address, telephone number, education, work and salary history, and three references that may be contacted. The application materials should be sent to:

W. Samuel Hamrick, Jr.
Clerk of Court
Attn: Human Resources
U.S. District Court
880 Front Street, Ste 4290
San Diego, CA 92101

or resumes may be emailed to:

casd_hr@casd.uscourts.gov

or faxed to:

619/702-9911

**Preference will be given to applicants who submit application materials
before 4:30pm, October 6, 2006.**

DISCLOSURES

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under "Excepted Appointments" and are considered "at will" employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided.

The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit).

Pursuant to the Immigration and Reform Act of 1986, selection is contingent upon providing proof of being legally eligible to work in and for the United States. Examples of acceptable documentation include a U.S. Passport, original or a certified birth certificate issued by a state, country or municipal authority; a certificate of U.S. Citizenship, Alien Registration Card; and an authorized photo identification such as a state drivers' license, school identification card, or U. S. Military identification card.

If selected for first time appointment to a position, you may be required to complete an initial performance probationary period. Failure to successfully complete the probationary period may result in termination of employment.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER